

POLICY #3204
SECRETARY-TREASURER – POSITION DESCRIPTION

IMMEDIATE SUPERVISOR: Superintendent of Schools

The secretary-treasurer is the chief financial officer (CFO) of the Surrey Board of Education and is responsible for carrying out the board's objectives, administering its policies and providing leadership in organizational and business operations in the district. The secretary-treasurer is also responsible for ensuring compliance with the School Act, Regulations and related Ministerial Orders.

RESPONSIBILITIES

As the board's chief financial officer and except as otherwise provided by law, the secretary-treasurer:

1. Shall be the chief financial officer to the board.
2. Shall be responsible to the chief executive officer for effective and efficient business operations.
3. Shall be the corporate secretary to the board including recording of board proceedings and provision of security as per Section 23 of the School Act.
4. Shall comply with financial administration procedures prescribed by the Ministry of Education, the Ministry of Finance and Provincial and Federal legislation.
5. Shall ensure a capital and site acquisition action plan is current.

Revised: 2011-05-19 (In-Camera)

Revised: 1989-06-08 (In-Camera)

Approved: 1981-12-07 (In-Camera)